Chapter 13B. Mode Codes
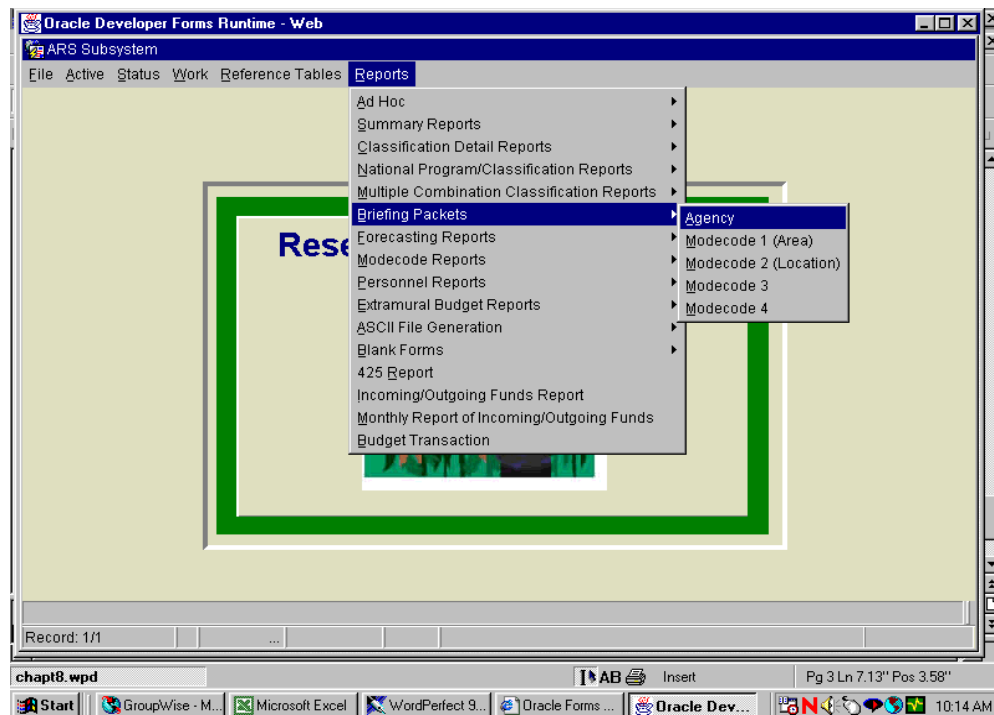
Mode codes are groups of numbers that represent the Areas, Locations and Management Units of ARS. Each set of two numbers represents the following:

1st two digits = Area
2nd two digits = Location
3rd two digits = Center, Laboratory or Management Unit
4th two digits = Management Units

Example: *6208-05-10*, where 62 = Southern Plains Area; 08 = Lubbock, Texas; 05 = Cropping Systems Research Laboratory; and 10 = Cotton Production and Processing Research Unit.

Mode codes are used throughout ARIS as well as for many other purposes, such as NFC personnel, Foundation Financial Information System (FFIS), and ARMPS.

To obtain a complete listing of all the ARS Mode codes, from the Research Documentation screen, click on "Reports," "Briefing Packet," and "Agency" (fig. 1). The Briefing Packet report option screen will be displayed (fig. 2).
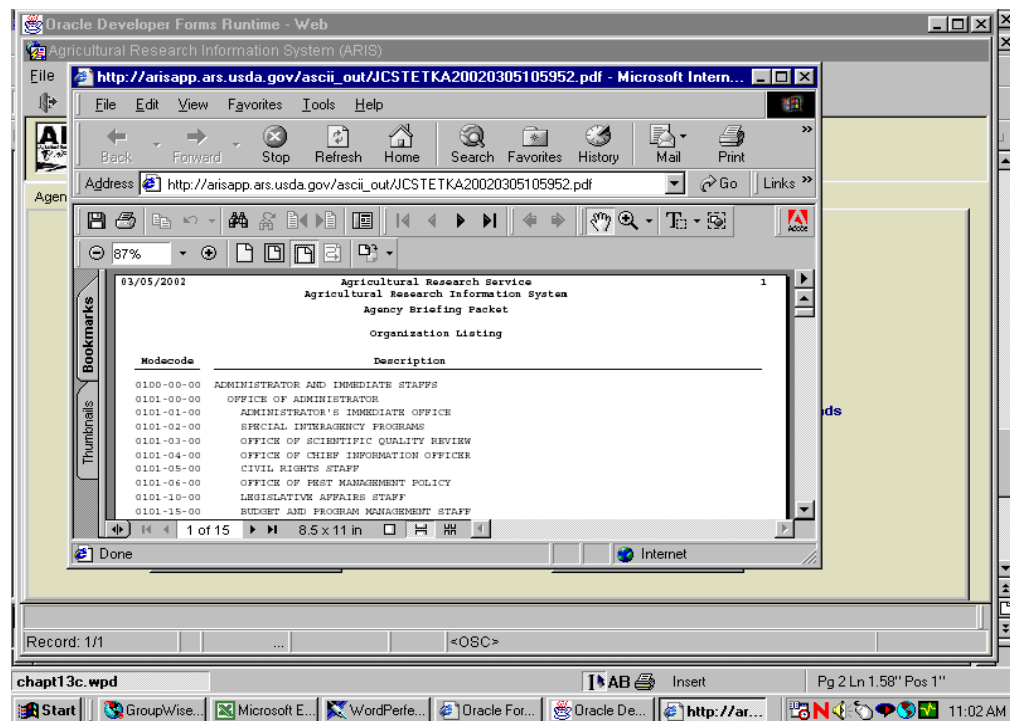

(Fig. 1 - Research Documentation Screen)

Mark the "Organizational Listing" box, and then click on the "Run Report" button at the bottom of the screen (fig 2).

(Fig. 2 - Agency Briefing Packet Screen)

The system will automatically launch Adobe Acrobat and display the report (fig 3). To print the report, click on the printer icon on the toolbar.

(Fig. 3 - Adobe Acrobat - Viewing Mode code listing)

Once viewing and/or printing is complete, close Adobe and exit the Briefing Packet screen by clicking on the Exit icon on the toolbar.